

SECTION – A – New Hire

- **APPLICATION WITH RESUME**

- **NEW HIRE INFORMATION**

Welcome letter

Policy Receipt / Acknowledgement sign-off

Policy for use of Computers, Lans, E-Mail, Internet Access and Voice Mail Systems

Confidentiality Policy (When Applicable)

- **VERIFICATION OF EDUCATION**

- **CORI FORM (When Applicable)**

- **VACANCY ANNOUNCEMENT**

- **PRIOR SERVICE**

- **CIVIL SERVICE**

- **MILITARY STATUS CERTIFICATION**

- **CHANGE OF ADDRESS**

- **EMERGENCY CONTACT**

- **555**